



# City of Seattle

## Ethics & Elections Commission

### **DISCLOSURE of Appearance of Conflict or Impaired Judgment SMC 4.16.070.**

The Ethics Code deals with TWO types of conflicts of interest:

1. Financial Conflicts. Employees should NOT PARTICIPATE in any City matter if any of the following has a financial interest in that matter: the employee; an immediate family member; a roommate; another organization the employee also works for (or has worked for in the previous year); or an organization the employee leads as an officer or a member of the board of directors. (IF YOU HAVE A FINANCIAL CONFLICT OF INTEREST, DISCLOSURE BY ITSELF IS NOT ENOUGH. YOU MUST NOT PARTICIPATE IN THE MATTER). (See SMC 4.16.070.A.1-2).
2. Appearance of Conflict. Employees should also before performing any official duties DISCLOSE any other relationship or circumstances that would lead a reasonable person to believe the employee's impartiality in performing those duties could be impaired. (SMC 4.16.070.A.3)

**THE PURPOSE OF THIS FORM IS TO DISCLOSE ONLY THE SECOND TYPE-OF CONFLICT.** Your disclosure gives your department the opportunity to decide what, if anything, to do about the situation. If you publicly disclose the circumstances required by this section, you have met your obligation under this section of the Code. It is then up to your department to decide what to do and to let you know if they want you to not participate at all, or to modify your participation in some way.

Name (please print): Title	
Department:	
Briefly Describe the Relationship or Other Circumstances that a reasonable person could believe would impair your independence of judgment in the City Action Described below. (Ex. One of my closest personal friends is applying for a City job)	



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Briefly Describe the City Action that could reasonably appear to be affected by the circumstances described above. (Ex. I have been asked to participate in that City hiring process.)	
Signature:	
Date:	

To make it easier to locate this disclosure should that become necessary, you should send copies of this form to:

1. The individual who is supervising or managing the matter you have described;
2. Your Department Head; AND
3. The Ethics and Elections Commission.

If you have any questions about conflicts of interest or about completing this disclosure form, please call the Ethics and Elections Commission at 684-8500.

Attach additional pages if necessary.